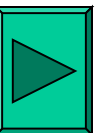
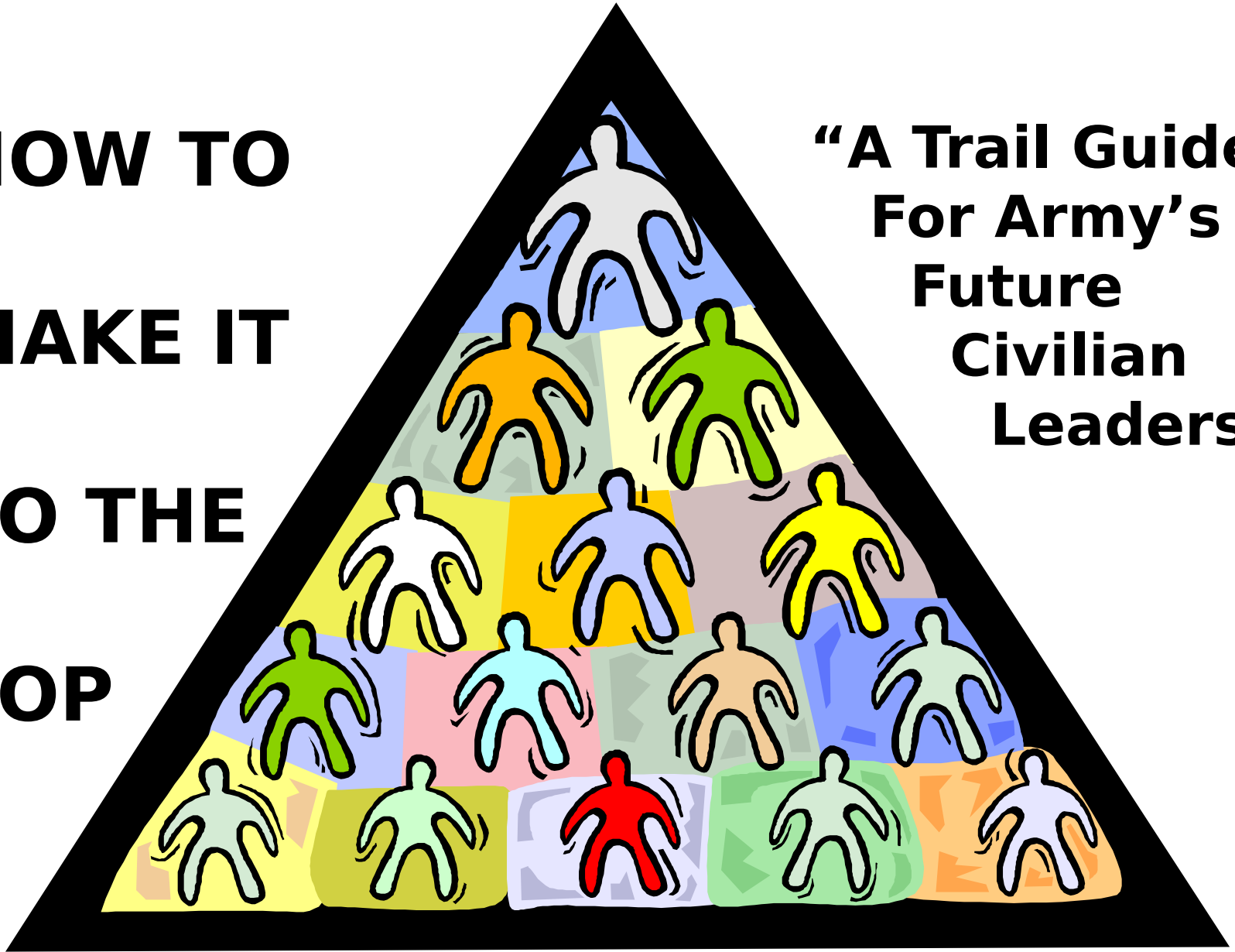
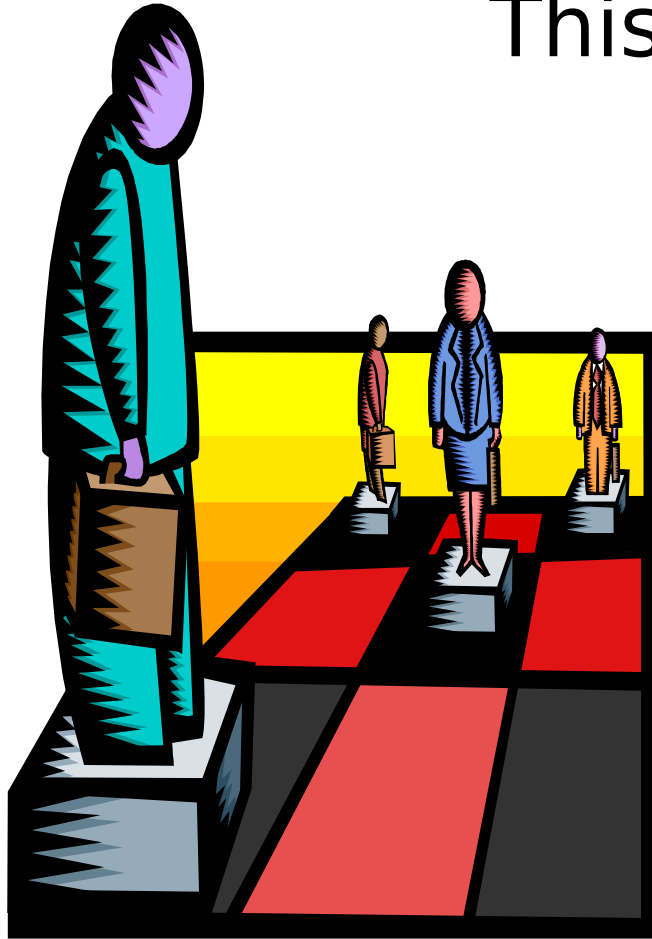


**HOW TO  
MAKE IT  
TO THE  
TOP**

**“A Trail Guide  
For Army’s  
Future  
Civilian  
Leaders”**



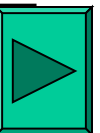
# This Trail Guide will help YOU



- make smarter career decisions at any grade level
- navigate through the career development sources posted on Army websites

It's not a guarantee for promotion.

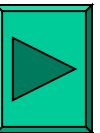
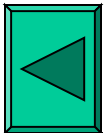
But based on the feedback we've received from Army's leaders, this Guide can work for you.



To become a senior manager or executive you must have:



- Technical competence
- Executive core qualifications (ECQ)
- Broad functional experience
- Senior level supervisory experience
- Outstanding professional reputation
- Leadership training and experience
- Academic credentials



# Plan your career now:

Have you determined your short and long range career objectives?

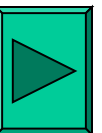
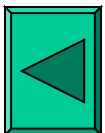
If not, now is the time to decide what you want to achieve and how to get there.

**Call your nearest  
activity career  
program  
manager  
now!  
and, talk to your  
supervisor!**

**HOW?** Start with the

Quick Career Development Checklist

and.....



# Know the Basics:

Research your **career program** /career field

Review your Army Civilian Training,  
Education

and Development System **ACTEDS** Plan

and

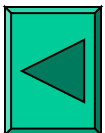
**civilian leadership common core  
curriculum**

Identify

- ✓ career ladders and key positions

- ✓ recommended development

- ✓ career advisors /Functional



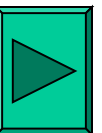
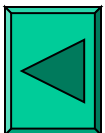
As you move up the ladder, you must:

master and apply the

**EXECUTIVE CORE**  
**QUALIFICATIONS** (ECQ)

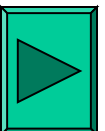
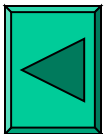
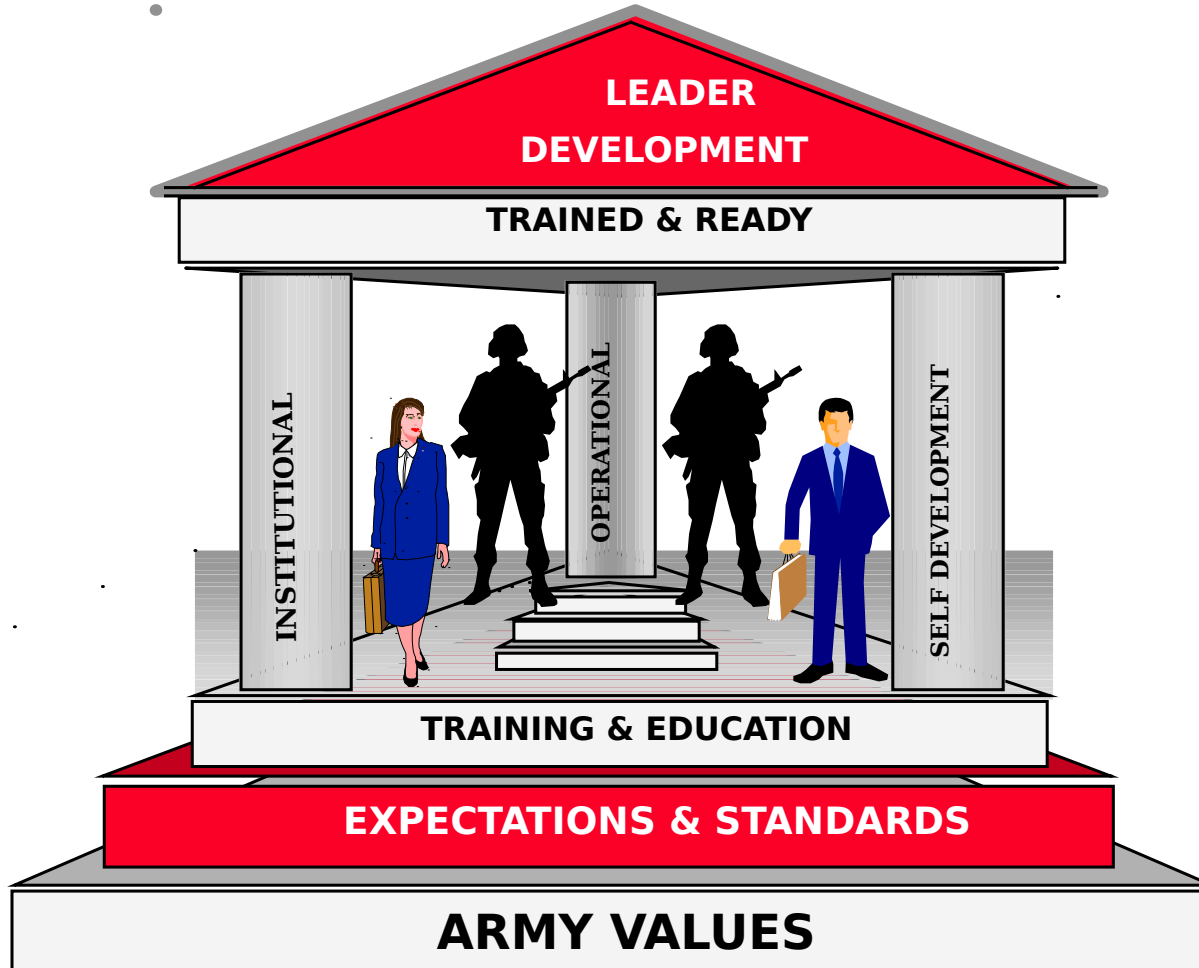
and supporting

**LEADERSHIP**  
**COMPETENCIES**



# Let the **Leader Development Model**

nt



Apply for and enroll in the  
leader development programs

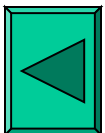


advertised in the

**ACTEDS**

**Training**

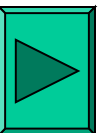
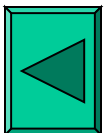
**Catalog**





# Enhance your competitive edge

- Broad functional and managerial experience
- Networking skills
- Professional reputation
- **Mentoring**
  - Seek and obtain a mentor
  - Lead and mentor your people



## GS-5 TO GS-7

Do you have an undergraduate degree?

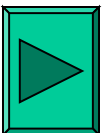
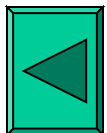
If not, consider working on it

Check with your supervisor  
on the possibility of  
**tuition assistance** for courses



Are you a career program **intern**?

If not, **look into it**. Most of Army's  
senior managerial and executive  
positions  
are in career programs.



If you are not an intern now

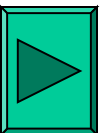
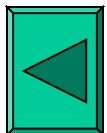
Go for bridge positions,  
e.g., management assistant  
or budget assistant



Check out local intern programs (same  
training, mobility may not be required)

Apply for upward [mobility programs](#)

Be available for details or developmental  
assignments and training



## GS-9 TO GS-11

Are you working on your master's degree?

Are you seeking more responsible assignments?

Are you getting training according to your plan?

Are you functionally, organizationally and geographically mobile?

**What  
does  
your  
mentor  
advise?**



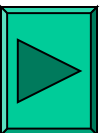
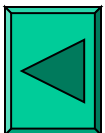
## GS-12 TO GS-13

Are you building leadership competencies through education, training and broad job experiences?

Are you developing a reputation as a leader?

Do you know **how the Army runs?**

Do you know **how DOD runs?**



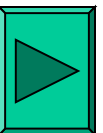
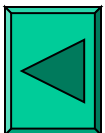
## GS-12 To GS-13

Are you polishing your networking skills?

Are you leading taskforces  
and work groups?

Discover what Army SES  
say it takes to become one

- “In their Own Words” -



## GS-14 TO GS-15

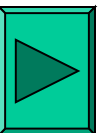
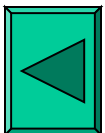
Have you mastered the executive core qualifications?

Are you a supervisor ?

Do you have a masters degree

Are you in an organization with senior executive level positions?

Are you applying your leadership and functional competencies in key leadership positions?



# GS-14 TO GS-15

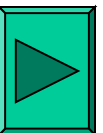
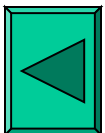
Learn about the

Senior  
Executive  
Service **(SES)**



Discover how to **apply** for SES positions

--- And Never Give Up ---





**YES,**

**YOU**

**CAN REACH  
THE**

**TOP!**



We would like to hear from you.

Any questions or [comments?](#)

